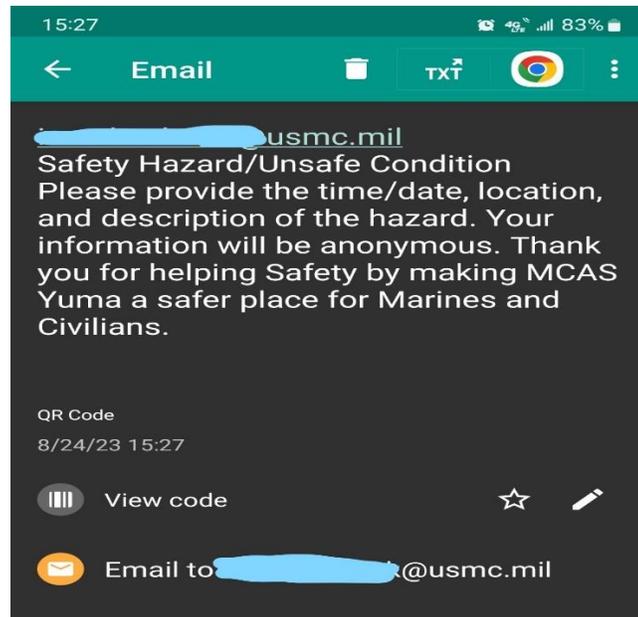


# ANYMOUSE REPORT QR CODE INSTRUCTIONS

- 1) Scan QR Code with QR Scanner App. (Some phones allow you to take a picture and scans it automatically)
- 2) After scanning, it will take you to a screen similar to the one on the picture below:



- 3) Either click on the highlighted/underlined email or the "Email to," address at the bottom. The way this screen looks may vary on type of QR Scanning App used.
- 4) Once you click on the email, your phone might ask what app you want to use to send the email or do it automatically. Depending on the QR Scanning App used, you might have to replace the from email address to your own if empty or if the one you clicked on auto-populates.
- 5) You may delete the populated message or fill in the information below it. After filling out **the time/date, location, and description of the of the hazard**, click send. You might see ads on the bottom of your screen if the app is free. This is normal.
- 6) The Department of Safety thanks your time and participation in helping our reporting program a success.